

12 June 1946

CENTRAL PLANNING STAFF

PROCEDURE MEMORANDUM NO. 53

SUBJECT: Security Officer for Central Planning Staff

1. Responsibilities of the Security Officer, Office of the Chief, Central Planning Staff, will include:

a. Office Security of Headquarters, CPS.

He will be responsible to perform for the Headquarters, CPS, all its functions relating to office security and the safeguarding of classified material which must be performed by an officer and which are not individual responsibilities. Examples are: daily security checks; the officer-handling of Top Secret material; the control of safe-combinations in the Headquarters; the establishment of security routines and procedures, etc. For security purposes, the Planning Staff conference room is included in the Headquarters, CPS.

b. Accountability for Certain Classified Material.

He will be accountable for all Top Secret, registered, or receipted classified material received by, filed in, or dispatched by, Headquarters of the CPS and the CPS Library. The lending of such classified material will be under his supervision and in accordance with his instructions to the Administrative Assistants concerned.

c. Library Security.

He will be responsible to the Chief of the Policy and Review Branch for the safeguarding of all classified material in the CPS Library, and for the establishment and supervision of necessary security procedures relating thereto.

d. Security Supervision of Planning Staff.

He will be responsible, subject to the direction of the Chief, CPS, for supervising the performance of office security functions by the entire Planning Staff. This will include necessary inspection of accounting and safeguarding procedures for classified materials, inventories of certain types of classified material, and such spot security checks as may be required under policies of the Chief, CPS. It will include identification and escorting of visitors to the Central Planning Staff, determining the security level of information to which they may have access, and related matters.

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• Staff Assistant Functions

He will be assistant to the Chief and the Deputy for general staff purposes, and will perform such duties as they may assign. He will arrange for office facilities and clerical and administrative assistance required by consultants accredited to the Planning Staff; and will provide them necessary instruction and assistance in security matters. He will prepare necessary Planning Staff regulations and procedures for approval of the Chief, and will arrange for appropriate centralization of Planning Staff administrative routine under the Administrative Assistant.

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[REDACTED]  
Captain, USN  
Acting Chief, Central Planning Staff

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